

Medi-Cal Program Guide Special Notice (SN) 08-04

April 14, 2008

Subject	ACCELERATED ENROLLMENT SINGLE POINT ENTRY (AE-SPE) EXCEPTION ELIGIBLES (EE) PROCESSING
----------------	---

Effective Date	Upon receipt
-----------------------	--------------

Reference	MPG Article 4 Section 20
------------------	--------------------------

Purpose	<p>The purpose of this notice is to provide staff with instructions for processing AE-SPE records (8E aid code) that are in overdue status (i.e. active over two months) and remained in active status as of March 31, 2008.</p>
----------------	--

This notice does not include instructions for processing AE-SPE records that were activated February 01, 2008 or later, which are to be processed according to procedures specified in MPG Article 4 Section 20.

Background	<p>The Accelerated Enrollment (AE) program was implemented in July 2002 with the intention of providing immediate, temporary, full-scope, zero share-of-cost Medi-Cal coverage to children under 19 who are new to Medi-Cal, applied for Medi-Cal through Single Point Entry (SPE) and are likely to be eligible for Medi-Cal under the Percent programs (i.e. 100% FPL, 133% FPL, and 200% FPL).</p>
-------------------	---

Children determined eligible to the AE program by SPE are activated on MEDS under the 8E aid code (AC). SPE then sends the Medi-Cal application to the County Public Assistance Information (PAI) unit, to be forwarded to the appropriate Family Resource Center (FRC) based on zip codes. Eligibility under 8E continues until the County reports eligibility to another Medi-Cal program on MEDS via CalWIN or denies the application using the MEDS on-line AP18 transaction.

When a granting or denial transaction is not transmitted to MEDS within two months, an alert is generated in MEDS (Alert# 9546), informing staff that the application process has not been completed in the expected timeframe. In addition to the MEDS alert, AE-SPE records not processed within two months will also appear on the AE-SPE Medi-Cal Exception Eligible Report.

Continued on next page

Medi-Cal Program Guide Special Notice (SN) 08-04, Continued

Background (continued)

As of March 31, 2008, there are approximately **2239** AE-SPE records that are in overdue status (i.e. active over two months) in San Diego County. Some of these are attributable to incorrect demographic entries of the AE eligible child in MEDS, individual and case clearance errors in CalWIN, and/or MEDS, non-receipt of application, or applications not yet processed. The procedures specified in this SN have been developed in an effort to decrease the number of active AE-SPE records, thereby decreasing the MEDS Alert associated with overdue AE-SPE records.

Processing AE-SPE EE 12 Or More Months

By the December 2007 MEDS cutoff date, the Department of Health Care Services (DHCS) took action to auto-terminate AE-SPE records that have been active on 8E AC for 12 or more months and have not utilized their Medi-Cal benefits between February 1, 2007 and July 31, 2007 (using August 2007 data). It is estimated that approximately 1,000 8E records were terminated in San Diego County as a result of this action. There are approximately **163** records that did not meet the above criteria and remained in active status.

In addition to these **163** records, there are approximately **290** 8E records that are currently active 12 or more months (as of March 31, 2008). A listing of the 163 records, along with the 290 8E records over 12 months will be distributed to each FRC based on zip codes via email. The following procedures shall be used for processing all AE-SPE EE records that have been active for 12 or more months. Priority shall be given to these 8E records.

Step	Action	
1	Perform individual and case clearance in CalWIN and MEDS (e.g. INQN) for possible match (e.g. determine if child is active in CalWIN or MEDS under a misspelled name, incorrect DOB)	
2	If there is ...	Then...
	No match	Go to Step 3
	A match	Take action to terminate 8E AC as specified in Step 8.
3	Complete and mail letter (Attachment A) to client using the address shown on MEDS INQA screen. Tic calendar for 15 days from the date the letter is mailed.	
4	Once the 15 days have lapsed, perform individual and address clearances in CalWIN to determine if the client has contacted Public Assistance Unit (PAI) to request a Medi-Cal application.	

Continued on next page

Medi-Cal Program Guide Special Notice (SN) 08-04, Continued

Processing
AE-SPE EE
12 Or More
Months
(continued)

Step	Action	
4	Note: PAI continues to perform “App Reg” in CalWIN at the time that the client contacts PAI to request a Medi-Cal application and a hard copy of the SAWS1 is printed and forwarded to the appropriate FRC.	
	If an application was ...	Then...
	Registered in CalWIN	Tic calendar for 15 days from the application date shown in CalWIN
	Not registered in CalWIN	Take action to terminate 8E AC as specified in Step 8.
6	<p>Once the 2nd 15 days have lapsed, determine if client submitted the Medi-Cal application by clearing CalWIN and reviewing the PAI log located on the S drive at S:\ENTERPRISE\RPSD\HF APPS</p> <p>Note: PAI continues to log in all mail-in applications received and forwards them to the appropriate FRC based on zip codes.</p>	
7	If a Medi-Cal application was...	Then...
	Not received	Take action to terminate 8E AC as specified in Step 8.
	Received	Process the application and ensure that the granting or denial CalWIN transaction has terminated the 8E AC on MEDS
8	<p>Take the actions as specified on Attachment B to terminate an 8E record on MEDS when the client did not:</p> <ul style="list-style-type: none">• respond within 15 days of the initial mailing of letter; or• submit a Medi-Cal application within 15 days of contacting PAI.	

Continued on next page

Medi-Cal Program Guide Special Notice (SN) 08-04, Continued

Processing AE-SPE EE Less Than 12 Months

Of **2,239** AE-SPE records in overdue status (i.e. over two months), **1,786** have been active for less than 12 months. The following procedures shall be used for processing all overdue AE-SPE EE records that have been active for less than 12 months. A listing of the 1,786 records will be distributed to each FRC based on zip codes via email.

Step	Action														
1	Perform individual and case clearances on CalWIN and MEDS for possible match (e.g. determine if child is possibly active in CalWIN or MEDS under a misspelled name, incorrect DOB)														
2	<table><tr><th>If there is ...</th><th colspan="2">Then...</th></tr><tr><td>No match</td><td colspan="2">Go to Step 3</td></tr><tr><td>A match</td><td colspan="2">Take action to terminate 8E AC as specified on Attachment B.</td></tr></table>			If there is ...	Then...		No match	Go to Step 3		A match	Take action to terminate 8E AC as specified on Attachment B.				
If there is ...	Then...														
No match	Go to Step 3														
A match	Take action to terminate 8E AC as specified on Attachment B.														
3	Contact SPE via email (SPELiaisons@maximus.com) to request a copy of the application														
4	<table><tr><th>If there...</th><th>And the application is...</th><th>Then...</th></tr><tr><td>Is no Medi-Cal application</td><td></td><td>Follow the procedures used for processing 8E records over 12 months as described in this SN.</td></tr><tr><td>Is a Medi-Cal application</td><td>10 months or less</td><td>Assign and process the application. Verify that the granting or denial CalWIN transaction has terminated the 8E AC on MEDS. No further action needed.</td></tr><tr><td>Is a Medi-Cal application</td><td>Over 10 months</td><td>Request a new Medi-Cal application from client. Allow 15 days for the client to respond. Go to Step 5.</td></tr></table>			If there...	And the application is...	Then...	Is no Medi-Cal application		Follow the procedures used for processing 8E records over 12 months as described in this SN.	Is a Medi-Cal application	10 months or less	Assign and process the application. Verify that the granting or denial CalWIN transaction has terminated the 8E AC on MEDS. No further action needed.	Is a Medi-Cal application	Over 10 months	Request a new Medi-Cal application from client. Allow 15 days for the client to respond. Go to Step 5.
If there...	And the application is...	Then...													
Is no Medi-Cal application		Follow the procedures used for processing 8E records over 12 months as described in this SN.													
Is a Medi-Cal application	10 months or less	Assign and process the application. Verify that the granting or denial CalWIN transaction has terminated the 8E AC on MEDS. No further action needed.													
Is a Medi-Cal application	Over 10 months	Request a new Medi-Cal application from client. Allow 15 days for the client to respond. Go to Step 5.													

Continued on next page

Medi-Cal Program Guide Special Notice (SN) 08-04, Continued

**Processing
AE-SPE EE
Less Than 12
Months
(continued)**

Step	Action	
5	After 15 days have lapsed, determine if the client responded to the request for a new Medi-Cal application.	
	If client...	Then...
	Submitted a new Medi-Cal application	Assign and process application. Verify that the granting or denial CalWIN transaction has terminated the 8E AC on MEDS.
	Did not submit a new Medi-Cal application	Take action to terminate an 8E record as specified on Attachment B.

**Terminating
8E Records**

As previously stated, eligibility under 8E AC continues until the County reports eligibility to another Medi-Cal program on MEDS or denies the application using the MEDS on-line AP18 transaction. Instructions for terminating an 8E records are found on Attachment B.

**Automation
Impact**

Depending on the results of the case and individual clearance in CalWIN, staff must follow the instructions for terminating 8E records as specified on Attachment B.

Forms Impact

None.

**Quality
Assurance
Impact**

Effective with May 2008 review month, Quality Assurance will cite with the appropriate error any case that does not follow the requirement of this SN.

Continued on next page

Medi-Cal Program Guide Special Notice (SN) 08-04, Continued

Manager
Approval

ORIGINAL SIGNED BY:

DANN CRAWFORD, Assistant Deputy Director
Medi-Cal, General Relief and CAPI Program Administration
Strategic Planning and Operational Support

KT